

# CHARTER SCHOOL PETITION BUDGET TEMPLATE DIRECTIONS

## State Charter School Commission of Georgia – 2013 Petition Cycle

### 1. Completing the “5yr Budget Projection” tab.

- Change the Fiscal Years to reflect the time frame for which the school plans to operate. The template is current set to utilize Fiscal Year 2014 as the planning year; however, if your planning year will be Fiscal Year 2015, change the planning and subsequent years accordingly.
- There is no need to complete the % of Total Columns (Rows C, E, G, I, K, M). These will calculate automatically. Accordingly, these cells are locked.

### ASSUMPTIONS

- Complete all of the assumptions.
- All assumptions must be supported by adding descriptions in the notes (Column N).
- The following cells have been locked for the Planning Year (column B): B5, B15, and B16.

### REVENUES

- Row 20, State and/or Local Revenue (Rev Per Pupil\*# of students), must only be completed after the petitioner is aware of the calculations and funding available through the QBE formula and how public schools are funded in the state of Georgia. This information is available through the Georgia Department of Education’s website at [http://www.gadoe.org/fbo\\_financial.aspx](http://www.gadoe.org/fbo_financial.aspx). This amount should reflect funding for only regular education students. *Petitioners may include an estimate of the State Charter School Supplement in addition to the estimated QBE funding. For estimation purposes, the State Charter School Supplement for brick-and-mortar schools should not exceed \$3,500 per student and \$1,600 for virtual schools.* As an example, a brick-and-mortar high school would utilize a per student revenue no greater than \$6,244.80 (\$2,744.80 as the base QBE per FTE allotment + \$3,500 as the charter supplement.)
- Row 22, Meal Fees, is for revenue generated through the school meals program, if any.
- Additional spaces area available for any other sources of revenue.
- Only include revenue amounts that can be adequately assured should be included.
- Do not include competitive grants, such as the Federal Implementation Grant

### PERSONNEL

- This section is for the annual salaries of personnel and expenses associated with their employment.
- Row 39, Teachers, will be automatically populated using the Number of Teachers (row 10) and the Average Teacher Salary (row 17) cells.
- Additional spaces are available for any additional expenses.

### INSTRUCTION/SERVICES & SUPPLIES/FACILITIES

- Estimates of Annual Instruction Expenses should be very conservative.

- Use the notes to explain your estimates.
  - Ex. Row 60, Computers, The notes would read: 1 computer for every 8 students, \$400 per computer.
- Additional spaces are available for any additional expenses.

#### **CONTINGENCY FUND**

- Row 117, Estimate the amount of funds set aside for unforeseen circumstances.

#### **SURPLUS (DEFICIT)**

- Row 119, this cell will summarize the net effect of your planning. A school should not have five years of deficits. Use the template to plan for success not failure.

#### **CASH BALANCE**

- Row 123, Beginning Cash, the planning year cell (B123) should only be used if the charter school has access to funding that can be recognized in the planning year.
- Row 125, Ending Cash, ending cash must be positive by year 5.
- Ideally a successful charter school will have a positive ending balance in all years.

#### **2. Completing the “Cash Flow Proj” tabs.**

- These tabs are designed to provide petition reviewers a higher level of detail on the school’s month to month financial operations.
- Many of these cells will auto populate using the data from the “5yr Budget Projection” tab.

#### **BEGINNING CASH/CASH RECEIPTS**

- Row 3, this row has been locked and the data will auto populate using data from the “5yr Budget Projection” tab.
- Row 5, Per Pupil Revenue (local and state share), net 3% Admin fee, this row will auto populate using the data from the “5yr Budget Projection” tab.
- Additional blank rows are available for the additional revenue sources included on the “5yr Budget Projection” tab (rows 23-31).

#### **PERSONNEL**

- These cells (rows 20-36) will auto populate with data from the “5yr Budget Projection” tab with the exception of the last two rows (37 and 38). These rows (37 and 38) will need data manually input using the “5yr Budget Projection” tab rows (53, 54) as references.

#### **INSTRUCTION/SERVICES & SUPPLIES/FACILITIES**

- These sections require data to be manually inputted using the coinciding data from the “5yr Budget Projection” tab.
- Additional blank rows on each section will coincide with the additional cells from “5yr Budget Projection” tab.

## **CONTINGENCY FUND**

- Row 101, this row requires manual data entry and the total (cell N101) should equal row 117 from the “5yr Budget Projection” tab.